

5-1403
Ad 9088
0001-7442
FI/RI-55/15
2 May 1955

MEMORANDUM FOR: SSA-DD/S

VIA: Chief, FI
Chief, FI/Admin

SUBJECT: DD/P Records Management Report for 1954

1. Upon occasion, RI is asked to explain the results of the DD/P Records Management Program. Usually this question is related to the aspects of records destruction and records retirement.

2. In an effort to have this information readily available, the following 1954 statistics for DD/P have been compiled:

- a. Number of documents filed in RI: 806,582
This figure represents approximately 1008.2 cubic feet (based on 800 documents per cubic foot).
- b. Records destroyed: 272.85 cubic feet
- c. Records retired to CIA Records Center: 314 cubic feet
- d. Records retired to CIA Library: 25.6 cubic feet
- e. Records retired to FI/RI/Archives and FI/RI/Files: 414.95 cubic feet. (The portion to RI/Files is included in item a. above.)

3. At the present time, 515.8 cubic feet of material in RI/Archives are ready for shipment to the DD/P Secure Area in the new Records Center in [REDACTED]

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4. The above figures show, for the second consecutive year, a decrease in the active records holdings of FI/RI.

[REDACTED]

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